



City of Welland
Planning and Development Services
Building Division
60 East Main Street, Welland, ON L3B 3X4
Phone: 905-735-1700 Ext. 2251 / 2257
Fax: 905-735-8772
Email: devserv@welland.ca / www.welland.ca

CHANGE REQUISITION

PROJECT ADDRESS: _____

This request is for:	<input type="checkbox"/>	Changes to a Permit which has already been issued State Permit No.:
	<input type="checkbox"/>	Changes to a Permit that has <u>not</u> been issued:
<p>If change requires modification of the drawings, new drawings must be submitted in duplicate. Changes must not be made on the original drawings submitted. For minor changes, duplicate photocopies of the original drawings with changes marked in red or blue will be accepted. <i>Please date all drawings submitted or staple drawings to this requisition form.</i></p> <p>Provide a printed explanation of the change requested in sufficient detail to allow the Plan Examiner to implement the change requested.</p>		
Change Requisition must only be made by the Owner or the Owner's Agent.		
Date:		
Owner (print):	Owner's Agent (print):	
Owner (signature):	Owner's Agent (signature):	
Owner Address:	Owner's Agent Address:	
City:	City:	
Postal Code:	Postal Code:	
Telephone Number ()	Telephone Number ()	

FOR OFFICE USE ONLY				
FEES AND CHARGES				
ITEM/DESCRIPTION	ACCT. NO.	SUB-ACCOUNT	QUICK CODE	AMOUNT
PERMIT APPLICATION FEE	34050	20-520-000	PPM	
PERMIT REVISION FEE	34050	20-520-000	PPM	
OTHER FEES/DEPOSITS				
			TOTAL DUE	
THIS CHANGE REQUISITION HAS BEEN REVIEWED FOR CONSTRUCTION BY:				
PLAN EXAMINER _____ ON _____				
REVIEW FROM THE BUILDING DIVISION OF ANY PLAN OR DOCUMENT SHALL NOT BE CONSTRUED AS RELIEVING THE APPLICANT OR HIS AGENT OF ANY RESPONSIBILITY UNDER THE ONTARIO BUILDING CODE. NOT WITHSTANDING THE AMOUNT OF INFORMATION FORWARDED TO THIS DEPARTMENT, THE CONSTRUCTION DRAWINGS OR CORRECTIONS MADE TO SUCH DRAWINGS BY THIS DIVISION, THE BUILDING CONCERNED IN THE APPLICATION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE REQUIREMENTS OF THE BUILDING CODE, PLUMBING CODE AND ANY OTHER APPLICABLE LAWS.				
SAM VALEO, C.B.C.O. _____ ON _____ CHIEF BUILDING OFFICIAL				
NOTE: THIS CHANGE REQUISITION MUST BE ATTACHED TO THE ORIGINAL SITE DOCUMENTS AUTHORIZED BY THE CHIEF BUILDING OFFICIAL.				